

Government of West Bengal
Housing Department: A & E Branch
New Secretariat Buildings, Block -A, 1st Floor,
1, Kiran Sankar Roy Road, Kolkata -700 001

—
e-File No. - HO-11012(99)/1/2019-Estt Cell

No. I/644358/2025

Date: 23-05-2025

ORDER

In supersession of all previous orders relating to distribution of works among the officers of this Department, the following arrangement is hereby made with immediate effect and until further order:-

S.L. NO	Name and designation	Work allotment	Leave & tour substitute
1.	MUSTARAB HUSSAIN, ENGINEER-IN-CHIEF	Provide technical advice to HoD regarding Engineering works of Housing Directorate, Brick Directorate and the West Bengal Housing Board. Chairman -Proposal Accepting Committee for Engineering works to be taken up in the various Directorates. Chairman, Departmental Tender Committee Act as nominee Chairman where appointed in Joint Venture & Assisted Sector Companies of West Bengal Housing Board as well as Department. Project Director of RCFA Project. Chairman, Akanksha Committee, for overall supervision & monitoring of the project. Construction of Multi / Super-Specialty Hospitals of Health Department. Any other matters as may be assigned.	Shri Abhijit Das, Chief Engineer, Housing Directorate
2.	Shri Soumyajit Das, IAS, Senior Special Secretary	All matters related to Parliament & Legislative Assembly, including questions raised, matters related to Standing Committee on Housing as well as all other committees. Matters related to Audit and Finance Commission etc. Overall supervision of Law Cell of this Department including, inter-alia, administration of acts, rules etc.	Smt. Sheuli Banerjee, IAS, Special Commissioner

		Implementation and monitoring of WBRERA & WBREAT	
		Function as Appellate Authority in respect of Right to Information Act, 2005	
		Function as Appellate Authority in respect of West Bengal Government Premises (Tenancy Regulation) Act, 1976 [PRHE]	
		Function as Nodal Officer in respect of RTI Act, 2005.	
		Matters regarding West Bengal Housing Board, Joint Venture and Assisted Sector Companies	
		Matters relating to "Police Housing" Scheme. Matters related to Police Hospital Matter related to infrastructure schemes not assigned to Spl. Commissioner (SB) and Spl. Secretary	
		Matters related to Grievance Cell (Sarasori Mukhyamantri; WBRTPS Act.; RTI related)	
		Function and duties of Competent Authority under West Bengal Govt. Premises (Regulation of Occupancy) Act, 1984 including allotments, eviction and Court matters in respect of Rental Housing Estates within Kolkata and different matters related to other RHEs of the Districts as well as Kustia Auditorium.	
		Preparation of Annual Administrative Report.	
		Drawing up, and monitoring the implementation of, the Annual Administrative Calendar.	
		Matters relating to Samannay Portal	
		Matters related to CMO Grievances	
		Matters relating to RCFA Scheme.	
		Any other matters as may be assigned	
3.	Smt. Sheuli Banerjee,	Nodal officer under IFMS etc. and authority to issue orders on	Shri Sankar Prasad Paul,

	IAS, Special Commissioner	<p>Administrative approval, financial sanction & releasing funds after taking necessary approvals in respect of all budgetary heads.</p> <p>All Budgetary works, including drawing up Budget Estimates, revisions etc.</p> <p>All Planning interventions, including, Perspective Plan(s).</p> <p>Nodal Officer for Banglar Mukh, Ease of Doing Business (EODB), HRMS & e-Office.</p> <p>Social Housing Schemes including 20 Point Programme.</p> <p>Matters related to "Oitika" Scheme.</p> <p>Working Women Hostels.</p> <p>To act as the Competent Authority under the Apartment ownership Act, 1972.</p> <p>All reports and returns including CMO reports/ returns etc in respect of Departmental Scheme.</p> <p>Any other matters as may be assigned.</p>	WBCS (Exe.), Special Secretary
4.	Shri Sankar Prasad Paul, WBCS (Exe.), Special Secretary	<p>General Administrative and Establishment matters relating to employees of the Department and it's Parastatal (Housing Directorate, Estate Directorate, Brick Production Directorate, WB Housing Board, WBRERA, WBREAT)</p> <p>Matters related to West Bengal Health Scheme for Secretariat and all Directorates, Board etc.</p> <p>Matters related to "AKANKSHA" Scheme.</p> <p>Works relating to "Nijashree".</p> <p>Works relating to "Snehalaya".</p> <p>Works relating to "CHA-SUNDARI" Scheme.</p> <p>Matters related to Abasan Bhavan.</p>	Smt. Sheuli Banerjee, IAS, Special Commissioner

		<p>All Estate matters/Lease matters of Housing Department lands/assets, allotment of household plots, if any, of Department.</p> <p>Allotment, Transfer, eviction and General Policy matters of PRHE (LIG/MIG) flats.</p> <p>Monitor Vigilance matters and Departmental proceedings.</p> <p>Matters related to Brick Production Directorate including restructuring of Brick Production Directorate</p> <p>Matters relating to House Building Loan Office.</p> <p>Matters related to acquisition, transfer/ settlement of land.</p> <p>Any other matters as may be assigned.</p>	
5.	Sri Biswajit Ghosh, WBLs, Special Law Officer & Ex-Officio Deputy Secretary	WBRERA matters.	Smt. Swathi Lama, WBLs, Law Officer
6.	Smt. Swathi Lama, WBLs, Senior Law Officer	<p>Legal matters of the Department including, inter alia, WBRERA, WBREAT, West Bengal Housing Board, Joint and Assisted Sector Companies, Apartment Owner's and Promoter's Act matters.</p> <p>All the matters having legal implication and matters relating to engagement of Advocate, Statement of facts preparation etc., affidavit swearing etc. of Department and Directorates.</p> <p>Matters related to Arbitration matters of Department and Directorates.</p> <p>Function & duties as Authorized Officer under West Bengal Building (Regulation of Promoters of Construction and Transfer by Promoters) Act, 1993. Enforcement of Law and regulation of</p>	Sri Biswajit Ghosh, WBLs,, Special Law Officer & Ex-Officio Deputy Secretary

	Promoters' action under the Promoters' Act, 1993 for residuary matters.	
	File related to Apartment Ownership Act, 1972.	
	To act as the Office-in-Charge of the Law Cell (excluding Apartment Cell and Promoters' Cell).	
	Public Grievance Cell.	
	To act as Protocol Officer of this Department.	
	Any other matters as may be assigned.	

**Principal Secretary
to the Government of West Bengal**

No. I/644358/2025

Date: 23-05-2025

Copy forwarded for information and necessary action to:-

1. The Engineer-In-Chief, Housing Department.
2. Shri Soumajit Das, IAS, Special commissioner, Housing Department.
3. Smt. Sheuli Banerjee, IAS, Special Commissioner, Housing Department.
4. Shri Sankar Prasad Paul, WBCS (Exe) Special Secretary, Housing Department.
5. The Financial Advisor, Housing Department.
6. The Private Secretary to HMIC, Housing Department.
7. The Secretary, WBRERA.
8. The Secretary, WBREAT.
9. The Deputy Secretary, Housing Department.
10. The Chief Engineer, Housing Directorate.
11. The Housing Commissioner, West Bengal Housing Board.
12. The Director, Brick Production Directorate.
13. Sri Biswajit Ghosh, WBLs, Special Law Officer & Ex- Officio Deputy Secretary
14. Smt. Swathi Lama, WBLs, Law Officer, Housing Department.
15. The Estate Manager, Estate Directorate.
16. Sr. P.A. to the Principal Secretary, Housing Department
17. The P.A. to the Special Commissioner of Housing Department
18. The Assistant Secretary/Registrar/O.S.D./ Special Officer Housing Department.
19. The Section Officer/Head Assistant,----- Cell of this Department
20. Office copy

**Special Secretary
to the Government of West Bengal**